Administrative Rules
Agency Administration User Guide

Web application address

For acceptance: http://appsa.dhfs.state.wi.us/admrules/secured/AgencyAdmin
UserID/Password: ardhfsadmin / ardhfsadmin

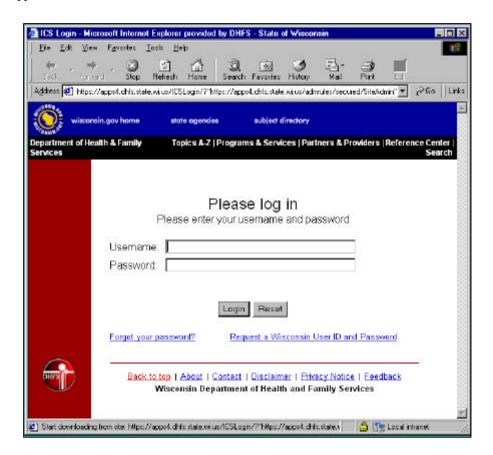For production: http://apps.dhfs.state.wi.us/admrules/secured/AgencyAdmin
UserID/Password: The one assigned to you.

Starting the web application
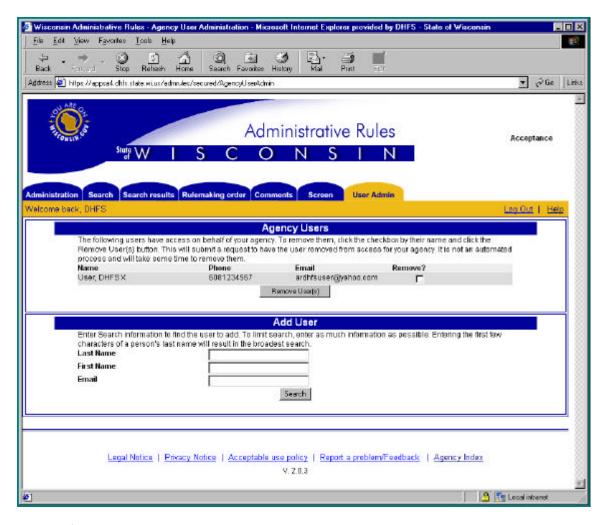
There are two ways to start the application:

1) Open your Internet browser and copy and paste the address.
2) Click on any of the links specified above.

Before entering the application the following screen will appear. Enter the correct user ID and password to enter the application.
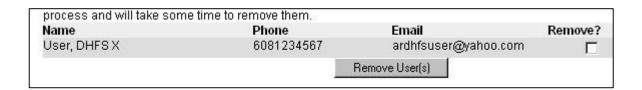

If you will be using the acceptance environment, the user ID and password is: ardhfsadmin

Once the application starts you will see a screen similar to the following:

Deleting agency users

To delete users for the check on the box under the label "Remove?" and click on the "Remove User(s) button". Users won't be removed instantly. It can take up to 48 hours for a user to be removed.

Adding Agency Users

To add a user first you need to search for it in the WAMS database. This means the user needs to be already registered with WAMS.

Adding users is not an automatic process. The program will generate an email and configuration files. Those files will go to TSS, where manually the new administrator will be added. The process can take up to 48 hours.

Enter as much information as possible about the person you are looking for:

characters of a person's last name will result in the broadest search.

Last Name	
First Name	
Email	
	Search

After clicking the "Search" button, the screen will expand to show all those WAMS users that match the search criteria.

Select a user to add and click the Add User button. This will submit a request to grant the user access on behalf of your agency. It is not an automated process and will take some time to add them.

	Name	Phone	Email
○	Morales, Paco	6082676768	francisco@ilore.com

Add User

Select the person you want to add as a user and click the "Add Administrator" button.